

Service Unit Fall Product Manager Position Description

The Service Unit Fall Product Manager's (SUFPM) role is to manage all facets of his/her service unit's annual Fall Product Program in a manner that is consistent with the Girl Scout Mission, Promise and Law, and policies and goals of the Girl Scouts in the Heart of Pennsylvania and GSUSA.

Service Commitment: The Service Unit Fall Product Manager is appointed by the Service Unit Manager for one year (renewable) term. This position is most active July through December.

Qualifications: Communication, math and organizational skills, ability to meet deadlines, maintain confidentiality, and must have email and internet access.

Duties and Expectations:

- Become/remain a registered Girl Scout (annually).
- Have a Volunteer Disclosure and Information form Completed. (Background Check—every three years).
- Complete a Volunteer Application (once).
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSHPA and GSUSA.
- Attend Product Sales Fall Product trainings (online or on-site) and additional trainings as requested.
- Maintain regular communication with Regional Product Sales Associate (verbal and written).
- Train Troop Fall Product Managers and distribute troop materials.
- Maintain accurate Service Unit Fall Product records in Nut-E.
- Monitor troop information in Nut-E to ensure entry, accuracy, and submission.
- Submit Fall Product orders in Nut-E for Service Unit.
- Schedule and manage delivery of product for the Service Unit.
- Manage the Service Unit product inventory until receipted to a Troop Fall Product Manager.
- Distribute troop recognitions in a timely manner.
- Be financially responsible for all products and incentives until receipted to a Troop Fall Product Manager.
- Maintain regular communication with Troop Fall Product Manager (verbal and written).
- Collect final sales reports, receipts, troop transfer receipts, uncollectable fund forms, parent/guardian permission forms, deposits and Troop Manager Agreements. (If applicable).
- Turn in paperwork to Council (if applicable).